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MENTAL HEALTH SERVICES COORDINATOR I

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  **APPLY**

Salary ⓘ \$64,628.88 - \$76,049.52 Annually **Location** ⓘ Los Angeles County, CA**Job Type** Full time**Department** MENTAL HEALTH**Job Number** b8148K**DESCRIPTION****BENEFITS****QUESTIONS****Position/Program Information****DEPARTMENT OF MENTAL HEALTH****EXAM NUMBER: b8148K****OPEN COMPETITIVE JOB OPPORTUNITY****FILING START DATE: 07/20/2015 AT 8:00 A.M.****THIS EXAMINATION IS CURRENTLY OPEN CONTINUOUSLY BUT MAY BE SUSPENDED OR CLOSED AT ANY TIME WITHOUT ADVANCE NOTICE.****DEFINITION:**

Coordinates the planning and implementation of mental health services and/or mental health legal requirements with public, private and community agencies, investigates the possibility of establishing independent programs in individual agencies, monitors contract arrangements with established contract agencies, monitors mental health providers for compliance with applicable statutory and regulatory provisions, and works with consumers of mental health services in resolving treatment-related problems.

CLASSIFICATION STANDARDS:

The positions allocable to this class have responsibility for assisting in the design of treatment programs, ensuring adherence to legal provisions, and coordinating departmental

mental health services with those offered by public and private agencies to avoid duplication. These positions are located in the regions, bureaus and Patients Rights Division.

Essential Job Functions

- Prepares survey of existing services and facilities to determine the need for new mental health programs.
- Advises and consults with public and private groups in establishing mental health services.
- Assists in the development of programs necessary to implement State laws in the field of mental health.

Requirements

SELECTION REQUIREMENTS:

Option I: A Master's degree* from an accredited college with specialization in clinical psychology, public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and three years' post-degree experience in **community mental health work in the delivery of mental health services in an inpatient psychiatric setting or in a County-contracted mental health program. -OR-

Option II: A Bachelor's degree* from an accredited college with specialization in public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and five years' post-degree experience in **community mental health work or in the delivery of mental health services in an inpatient psychiatric setting.

Physical Class

II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation to carry out job-related functions.

Special Requirement Information

* In order to receive credit for any college coursework, or any type of college degree, such as a bachelor's or master's degree, you must provide a legible copy of the official diploma, official transcripts or official letter from the accredited institution which shows the area of specialization, **at the time of filing or within 15 calendar days from the filing date.**

**Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.

Additional Information

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

EXAMINATION CONTENT

This examination will consist of an evaluation of your education and experience based on information provided on application and supplemental questionnaire, weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

VACANCY INFORMATION

The eligible register for this examination will be used to fill vacancies in the Department of Mental Health.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. THIS EXAMINATION IS CURRENTLY OPEN CONTINUOUSLY BUT MAY BE SUSPENDED OR CLOSED AT ANY TIME WITHOUT ADVANCE NOTICE.

INSTRUCTIONS FOR FILING ONLINE

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website.

Applications must complete and submit their online applications and upload required

documents (e.g. Official Transcripts, Resume, etc.,) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov (<mailto:exams@dmh.lacounty.gov>) within 15 calendar days from date of application submission. Please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Celia Yeung

213-972-7038 or 213-972-7034

exams@dmh.lacounty.gov (<mailto:exams@dmh.lacounty.gov>)

ADA Coordinator Phone 213-972-7034

Teletype Phone 800-735-2922

California Relay Services Phone 800-735-2922

Agency	Address	Website
County of Los Angeles	***** Los Angeles, California, 90010.	http://hr.lacounty.gov (http://hr.lacounty.gov)

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